JANUARY	PURPOSE
Policy and advisory recommendations.	To make technology related policy and/or advisory recommendations to the Common Council, City Administrator or other appropriate party(s).
Review selected IT projects and RFPs. Review of projects and selections (emerging technology review).	To review select IT projects, that may include RFP activity through implementation, to ensure that they support the city's direction and that the project's initially proposed benefits are being received.

FEBRUARY	PURPOSE
Policy and advisory recommendations.	To make technology related policy and/or advisory recommendations to the Common Council, City Administrator or other appropriate party(s).
Review selected IT projects and RFPs. Review of projects and selections (emerging technology review).	To review select IT projects, that may include RFP activity through implementation, to ensure that they support the city's direction and that the project's initially proposed benefits are being received.

MARCH	PURPOSE
Policy and advisory recommendations.	To make technology related policy and/or advisory recommendations to the Common Council, City Administrator or other appropriate party(s).
Review selected IT projects and RFPs. Review of projects and selections (emerging technology review).	To review select IT projects, that may include RFP activity through implementation, to ensure that they support the city's direction and that the project's initially proposed benefits are being received.
End of 1st Quarter	**Help Desk Report**
End of 4th quarter, previous year	**Help Desk Report**

APRIL	PURPOSE
Three year strategic plan released to ITAC members.	To review and provide input on updates to the City's 3-year IT strategic direction.
ITAC issued **invitation to city department advocates** for selected projects determined by installation sequence. Discuss department experience and **ROI** of project with department advocate(s).	To discuss with the Project Advocate all proposed technology projects by departments, including Requests for Proposals. A Project Advocate is a department person who acts as project sponsor throughout the life of a project and who is the chief contact for discussions with both the IT department and the ITAC committee.
Review selected IT projects and RFPs. Review of projects and selections (emerging technology review).	To review select IT projects, that may include RFP activity through implementation, to ensure that they support the city's direction and that the project's initially proposed benefits are being received.

MAY	PURPOSE
Three year strategic plan placed on ITAC agenda for discussion and approval.	To finalize and approve updates to the City's 3-year IT strategic direction.
Policy and advisory recommendations.	To make technology related policy and/or advisory recommendations to the Common Council, City Administrator or other appropriate party(s).
Review selected IT projects and RFPs. Review of projects and selections (emerging technology review).	To review select IT projects, that may include RFP activity through implementation, to ensure that they support the city's direction and that the project's initially proposed benefits are being received.

JUNE	PURPOSE
Policy and advisory recommendations.	To make technology related policy and/or advisory recommendations to the Common Council, City Administrator or other appropriate party(s).
End of 2nd Quarter	Help Desk Report
ITAC review of IT request forms (as explained in April event) that have a due date of the last Friday of the first full week of June of each year. Project Advocates	To discuss with the Project Advocate all proposed technology projects by departments, including Requests for Proposals. A Project Advocate is a department person who acts as project sponsor throughout the life of a project and who is the chief contact for discussions with both the IT department and the ITAC committee.
End of 2nd Quarter	**Help Desk Report**

Review selected IT projects and RFPs. Review of projects and selections (emerging technology review).	To review select IT projects, that may include RFP activity through implementation, to ensure that they support the city's direction and that the project's initially proposed benefits are being received.

JULY	PURPOSE
Policy and advisory recommendations.	To make technology related policy and/or advisory recommendations to the Common
Prioritization list of capital projects.	To provide a prioritized list of capital IT project requests to the City Administrator on an
Review selected IT projects and RFPs. Review of projects and selections (emerging technology review).	To review select IT projects, that may include RFP activity through implementation, to ensure that they support the city's direction and that the project's initially proposed benefits are being received.

AUGUST	PURPOSE
Policy and advisory recommendations.	To make technology related policy and/or advisory recommendations to the Common
Prioritization list of capital projects.	To provide a prioritized list of capital IT project requests to the City Administrator on an
Review selected IT projects and RFPs. Review of projects and selections (emerging technology review).	To review select IT projects, that may include RFP activity through implementation, to ensure that they support the city's direction and that the project's initially proposed benefits are being received.

SEPTEMBER	PURPOSE
Policy and advisory recommendations.	To make technology related policy and/or advisory recommendations to the Common
Review selected IT projects and RFPs. Review of projects and selections (emerging technology review).	To review select IT projects, that may include RFP activity through implementation, to ensure that they support the city's direction and that the project's initially proposed benefits are being received.
End of 3rd Quarter	**Help Desk Report**

OCTOBER	PURPOSE
Policy and advisory recommendations.	To make technology related policy and/or advisory recommendations to the Common Council, City Administrator or other appropriate party(s).
Review selected IT projects and RFPs. Review of projects and selections (emerging technology review).	To review select IT projects, that may include RFP activity through implementation, to ensure that they support the city's direction and that the project's initially proposed benefits are being received.

NOVEMBER	PURPOSE
Policy and advisory recommendations.	To make technology related policy and/or advisory recommendations to the Common Council, City Administrator or other appropriate party(s).
Review selected IT projects and RFPs. Review of projects and selections (emerging technology review).	To review select IT projects, that may include RFP activity through implementation, to ensure that they support the city's direction and that the project's initially proposed benefits are being received.

DECEMBER	PURPOSE
Policy and advisory recommendations.	To make technology related policy and/or advisory recommendations to the Common Council, City Administrator or other appropriate party(s).
Review of approved capital projects and IT budget.	To provide a prioritized list of capital IT project requests to the City Administrator on an annual basis as part of the budget process.
Review selected IT projects and RFPs. Review of projects and selections (emerging technology review).	To review select IT projects, that may include RFP activity through implementation, to ensure that they support the city's direction and that the project's initially proposed benefits are being received.